

(Date)

(School Name)

(Address)

(City, State, Zip)

Dear Parents:

Under the Federal No Child Left Behind (NCLB) ACT of 2001, Title I schools are required to provide parent notification when a teacher does not meet the requirements of a highly qualified professional as outlined in NCLB legislation.

We value (Teacher's Name) as a faculty member at (School Name).

Although (Teacher's Name) is certified to teach in the State of Arizona, he/she does not meet the criteria for being highly qualified according to the NCLB guidelines. (Teacher's Name) has been a successful teacher at (Name of School) and we are happy to have her/him be a part of our staff. Although (Name of Teacher) does not currently meet the highly qualified criteria, (he/she) will be completing the necessary highly qualified requirements as soon as possible. Thank you.

Sincerely,

Human Resources Department
(Name of School)